

Force Resources Scrutiny Meeting
Thursday 23 April 2015
09:00am, Conference Room, Hoffmanns Way

Present:-

Susannah Hancock, Chief Executive, OPCC	SH
Charles Garbett, Treasurer, OPCC	CG
Abbey Gough, Financial Analysis and Scrutiny Officer, OPCC	AG
Jan Klimkowski, Communications Manager, OPCC	JK
Debbie Martin, Chief Finance Officer	DM
Richard Jones, Management Accounting and Insurance Manager	RJ
Ian Reid, Management Accounting Technician	IR
Andy Prophet, Chief Superintendent Strategic Change Team	AP
Richard Leicester, Head of Resourcing	RL
Mark Gilmartin, Director of Shared Services	MG
Ian Drysdale, Head of Human Resources	ID

	Item	Action	Owner	Date for Completion
1.	<p>Apologies Derek Benson, Deputy Chief Constable Lindsay Whitehouse, Deputy Police and Crime Commissioner (DPCC) for Essex Carly Fry, AD for Performance and Scrutiny, OPCC</p> <p>Matters arising FCR cost breakdown received by the OPCC. MG stated that the original capital budget was £840k however this increased due to works which were not included in the original specification. This involved additional IT works such as CCTV and security. MG said that the capital budget would not increase however variances to the revenue budget have occurred.</p> <p>CG asked if the capital/revenue effect could be captured in order to inform other estates plans. MG noted that the majority of equipment could be relocated to other sites. MG said that no calls have been lost to date.</p> <p>DM said that revenue expenditure had been funded from the Investment Fund and that a carry forward request would be sent through to the OPCC.</p>	Carry forward request to be sent to OPCC	DM	21 st May 2015
2.	<p>Notes of previous Resources Scrutiny Meeting Minutes agreed</p>			
3.	<p>Monthly Force Finance Performance Reports: DM said that EP had used the feedback from the Grant Thornton report and incorporated this into their work on the new Corporate Finance Monitoring report. This includes a number of different types of graphical representations as well as narrative and the Police Objective Analysis (POA).</p> <p>RJ went through Annex1 explaining the different options included and then explained that Annex 2 contained additional graphical options which could be</p>			

<p>included within the report. There are different graphs available for both the capital and revenue expenditure.</p> <p>SH thanked EP for their work on the new reporting format and said that good progress had been made with the report. SH said that there were some areas which need further work such as the inclusion of VfM indicators as based on the HMIC report. SH also expressed a wish that further work was completed on benchmarking.</p> <p>SH highlighted that it would be good to further link performance and resources, and indicated that this should be the ultimate goal.</p> <p>RJ provided the meeting with another version of the workforce analysis which provided further information than that included within Annex1.</p> <p>CG said that the POA would be available after the first quarter of 2015/16, but asked how this would be presented to ensure that the OPCC have sufficient detail. AP said that EP would be able to provide the detail on what is included within a POA line however this would result in further narrative. MG suggested that the report could look in depth at one or two areas each month and focus on the details, including how it has been delivered. CG said that this may help to demonstrate performance in any operational or business service.</p> <p>CG said the EP was part of a benchmarking club, however further work was required to ensure that the data was useful. MG said that information was only updated annually and therefore wasn't always up to date. MG suggested that as each Support Service attends Resources Scrutiny, they should provide details of their VfM and explain how they compare nationally to other forces.</p> <p>MG stated that the agreed report would be used both in force and for the OPCC.</p> <p>It was agreed that Annex 1 would be used as the template for future monthly monitoring reports, provided that the new workforce analysis was included. A different POA would be focused on each month with further breakdown provided on that particular area. Work would continue on the incorporation of VfM in the</p>	<p>Agree at the Scrutiny Board on 18th June, which POA line to be looked at in depth at the 18th July 2015 meeting.</p> <p>Present the latest benchmarking results for each business support area of Support Services area when available</p> <p>POA heading on Chart 3 'Dealing with the Public' to be amended.</p>	<p>DM</p> <p>MG</p> <p>DM / RJ</p>	<p>18th June 2015</p> <p>Review at each meeting</p> <p>21st May 2015</p>
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	<p>monthly monitoring report.</p> <p>CG asked if a development plan could be included within the report to show the future developments and movement. DM stated that the month two report would be reported on in June 2015.</p> <p>SH confirmed that the annex documents would not be published however the paper taken to the June 2015 meeting would be.</p>			
4.	<p>HR Quarterly</p> <p>ID said that Police Officer sickness had improved last year when compared to the previous year and remained at a stable level. PCSO sickness levels have increased in terms of the number of days lost per person, this represents only a small part of the overall workforce. ID noted seven to ten individuals were long term sickness, some due to injury and other were being managed by the PIU. AP said that PCSO working hours were being reviewed in particular the later shifts.</p> <p>SH asked whether the improvement in Police Officer sickness represented sufficient progress. ID noted that a target approach would not be the best way forward, and that sickness levels were moving in the right direction. HR were looking at a number of different options to continue to reduce this such as reducing pay and further work with line managers to improve this. MG noted that EP's sickness levels are improving and when compared to other forces nationally EP are improving,</p> <p>SH stressed that the OPCC was not looking to set targets for sickness, however wanted to know if there were any other initiatives which could help to reduce the sickness levels. ID said that EP was looking at other options and believes that the new Terms and Conditions will help.</p> <p>ID said that the average number of days sick for EP is 11.9 days whilst ECC is 11.5 days, ID said that public sector benefits had a significant impact on the level of sickness.</p> <p>RL mentioned the Health and Wellbeing events which have taken place, however RL said that it would take time to educate the workforce and embed within the culture of the workforce. MG understood the need for lower sickness levels in the</p>			

	<p>force particularly at a time when there is a reducing workforce. RL said that skilled agency staff had been used by the force to fill vacancies within a number of departments within the force.</p> <p>Discussion was held regarding the publication of reports, it was noted that restricted items could be included within a Part B or elements of the report could be highlighted which would indicate that information should be removed prior to publication.</p> <p>CG asked what the operational approach was to high levels of abstraction within the workforce. ID said that in regards to long term absences the line manager would already be aware of the absence and there able to plan ahead.</p>			
5.	<p>SSD Highlight Reports MG confirmed that these reports were produced monthly for Support Services and were sent to the OPCC for information only. It was confirmed that there is no intention to publish the SSD highlight reports.</p> <p>Estates: JK noted that the PCC is keen that the Estates programme has a joint media strategy by the OPCC and EP, and it would be productive to have an early meeting to discuss the strategy.</p>	JK to arrange meeting between EP and OPCC to discuss Estates media strategy.	JK	21 st May 2015
6.	<p>AOB Grant Thornton Review: Grant Thornton short term actions where reviewed and updates were given. Updated tracker to be circulated.</p> <p>ID noted that PIU report on PCSO could be made available to the OPCC after this has been submitted to Chief Officers.</p>	<p>Updated tracker to be circulated.</p> <p>Lindsay Whitehouse, Ian Drysdale and Supt Dean Chapple will be meeting on 3rd June 2015 to discuss the content of the PCSO</p>	<p>AG</p> <p>ID</p>	<p>21st May 2015</p> <p>21st May 2015</p>
8.	<p>Date of Next Meeting Next Resources Scrutiny Meeting Thursday 21st May 9am</p>			

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